

INSTRUCTIONS

Employee/Traveler

1. Obtain prior approval for use of a private vehicle from your Agency Head/Immediate Supervisor.
2. Fill out FI 40A, FI 40B, FI40C or FI40D Private Vehicle Usage Report. FI40A reimburses at .27 cents per mile. FI 40B reimburses at .345 cents per mile. FI40C reimburses at .28 cents per mile. FI40D reimburses at .365 cents per mile.
3. Complete Form FI 40D by listing:
 - a. Name
 - b. Title
 - c. Employee Number
 - d. Payroll Period (month/day/year)
 - e. Employee's home agency code, low org and distribution code.
 - f. Date of trip
 - g. Destination (from and to)
 - h. Beginning and ending odometer reading
 - i. Miles driven
 - j. FINET coding information (fund, agency, low org, appropriation unit, activity, reporting category, project/job and function) to be charged for the mileage
 - k. Business purpose of miles driven
 - l. Reason for being reimbursement at .365 per mile
4. Add up the Miles Driven column and enter the total in the box *Total Miles*. Total miles must be in whole miles (no fractions).
5. Multiply number of miles by .365 for *Total Amount*.
6. Sign your name and fill in the date.
7. Give the completed form to your Agency Head/Immediate Supervisor.
8. When you receive your payroll warrant, determine that the amount you were paid is correct.
9. If the amount is not correct, contact your payroll person to make the correction.

Agency Head/Immediate Supervisor

1. Review the completed Form FI 40D to determine that:
 - a. All trips are proper
 - b. Mileage is reasonable
 - c. Total miles are correct
 - d. Prior approval was obtained
 - e. Accounting codes are valid
 - f. Reason for reimbursement at .365 cents is valid
2. Sign the form, evidencing that you received and approved it.
3. Give the completed form to your payroll clerk.

Payroll Clerk

1. On the Time and Attendance Special Pay Screen, enter DOE 09 for the mileage amount in the CODE Field. Then enter the amount to be paid for mileage in the AMT/MILES field. Enter the Total Amount on the Time and Attendance Special Pay Screen. Enter under the appropriate column the corresponding fund, agency, low org, appropriation unit, activity, reporting category, project/job or function to charge the mileage cost.
2. Initial and date each form FI 40D to document that you entered the amount on the Time and Attendance Special Pay Screen and verified the Total Amount is correct.
3. Keep the FI 40D form as support for the reimbursement.